

Candidate's Dossier Checklist

Check that all materials below are included and place a copy of this checklist in Folder A before you submit your dossier for your department/unit's review. Mark 'NA' for folders or supplemental materials that are not included because they are not pertinent to your position. (Note: Folder E is not on the list because it is completed by your home unit.)

- _____ **Folder A**
 - _____ **Section I Cover Sheet**
 - _____ **Section III Candidate Verification Form (Signed and Dated) and List of Supporting Materials**
 - _____ **Current Curriculum Vitae**
 - _____ **Retention and Destruction of Promotion and Tenure Dossier Form (Signed and Dated)**
- _____ **Folder B Section I: Record of Teaching**
- _____ **Folder C Section I: Record of Professional Performance**
- _____ **Folder D Section I: Record of Research/Scholarship/Creative or Artistic Work**
- _____ **Folder F Section I: Record of Service**
- _____ **Required Supplemental Materials in Folder G and others**
 - _____ **All course evaluations and summary evaluations for courses listed in Folder B, Section I**
 - _____ **One copy of each published or completed work since appointment at KU or since last promotion, as appropriate (as listed in Folder D, Section I)**
- _____ **Optional Supplemental Materials in Folder G and others**